

## SUGGESTED TIMELINES FOR 1099 MAINTENANCE BY AGENCIES

SMALLER AGENCIES, such as Indian Affairs, Legislative Council, Securities, Aeronautics, etc.:

1. You can wait until the first week of January to run the Mismatch and 1099 Activity queries for the entire year. This also applies to agencies such as Insurance that do not have a large volume of vouchers.
2. **However, do not assume Vendor Registry will run these reports for you.** It is still the agencies' responsibility to make sure someone is set up with the 1099 Maintenance Role in PeopleSoft to run reports and make corrections.
3. All clean-up of 1099 reporting must be completed by January 15<sup>th</sup> each year, even if there is a legislative session and you have a small staff. Vendor Registry can provide assistance, but **prior arrangements with them will need to be made.**

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